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MEMORANDUM FOR: Deputy Director (Plans)

Attention

Subject: Agency Records Disposition Activities

I am attaching, as a matter of interest to those who are concerned with records,

1. The attached two charts show the cubic feet of records on hand and the records destroyed by all headquarters offices for the Fiscal Years 1957 - 1962. These charts were prepared from data furnished by headquarters records officers.

2. Application of records disposition policies and procedures throughout the Agency resulted in the following achievements in FY 1962:

a. The destruction of records at headquarters offices reached a new high of 23,973 cubic feet, the equivalent of almost 3,000 safes -- 10% more than in 1961.

b. Sixty-eight percent of all Agency records holdings, the equivalent of over 20,000 safes, is housed in office space and equipment.

c. Thirty-two percent, the equivalent of over 9,000 safes, representing records having a relatively low reference rate, is kept in the Agency Records Center.

d. While ~~the~~ records holdings increased by 6% ~~over~~ during FY 1962 ~~last year~~, it was due almost entirely to the transfer of functions from the Department of State to the DDI Area.

3. Significant progress was made Agency-wide last year by eliminating 45,768 cubic feet of records, the equivalent of over 5700 safes, through retirement to low cost storage at the Center and by destruction. While this progress is encouraging, ~~we should~~ *we still* ~~try~~ to reduce the average office accumulation

have some way to go

 I am ~~still anxious~~ *particularly concerned* to control the growth of records at the Center, ~~consistent with good records management practices.~~

4. I understand that CIA Records Administration Officer, has discussed with the large volume of DDI records in the Center for which there are no definite disposal instructions. Since I understand the majority of these will be included in the MAINOT project, I hope that you will authorize us to destroy the paper records soon.

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5. The 9,702 cubic feet of records, the equivalent of over 1200 safes, destroyed by your headquarters offices in FY 1962 is highly commendable. I appreciate the efforts of your records officers in helping to make the Agency records management program successful.

L. K. WHITE

Attachments (3)